

PEDS Data Entry Training Achievement Milestones Milestone Development

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Goals of training

- To define “achievement milestones.”
- To learn how to compose achievement milestones and milestone descriptions.
- To discuss ways to manage the collection of achievement milestones data.
- To learn how to use and interpret the achievement milestones report.

Achievement Milestones

Definition

A feature used to track progress toward the attainment of locally-specified performance measures.

Users can monitor completion of tasks in a contracted scope of work, such as for:

- Managing contracts (e.g., “Hold XX trainings for foster parents”).
- Measuring performance not captured by the statewide evaluation (e.g., “Serve XX grandparents”).
- Monitoring local outcomes (e.g., “Increase percent of families with Parental Stress Index in normal range at follow-up”).

Achievement milestones are for local use. They are not required elements of the statewide evaluation.

Achievement Milestones

Composing milestones

Steps to take when composing milestones:

- Specify the goals you are trying to accomplish.
- Clarify the process or steps by which you can measure your progress toward accomplishing each goal.
- Estimate how long it will take to reach each goal.
- Develop each process or action into one specific achievement milestone.
- Try to minimize the number of milestones you track to reduce data collection burden.

Achievement Milestones

Composing milestones

Include the following information in the achievement milestone description:

1. Specify who is responsible.

Example milestone:

Field coordinators will provide services to a minimum of 5 foster care providers each month. They will complete the services checklist for each contact and describe the positive impacts of the services delivered.

Achievement Milestones

Composing milestones

2. Specify what process, action, or activity is to be accomplished.

- The description should include “ action” verbs:

describe	train	finalize	implement	compile	report
track	create	enroll	establish	perform	recruit
hire	conduct	collaborate	serve	establish	coordinate
provide	promote	develop	modify	organize	complete

Example milestone:

Field coordinators will **provide** services to a minimum of 5 foster care providers each month. They will **complete** the services checklist for each contact and **describe** the positives impacts of the services delivered.

Achievement Milestones

Composing milestones

3. Specify the method by which the milestone will be measured.

Example milestone:

Field coordinators will provide services to a minimum of 5 foster care providers each month. They will **complete the services checklist** for each contact and describe the positive impacts of the services delivered.

Achievement Milestones

Composing milestones

4. Clarify whether surpassing the goal is encouraged or not. Use descriptive words like “minimum of” or “not more than.”
5. Include any other guidelines, instructions, or requests in the description to prompt users to provide detailed and specific information in the achievement milestones updates.

Example milestone:

Field coordinators will provide services to **a minimum of 5** foster care providers each month. They will complete the services checklist for each contact and **describe the positive impacts of the services delivered.**

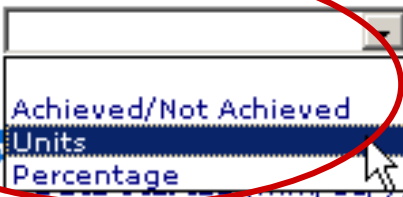
Achievement Milestones


Composing milestones

6. Determine the **type** of measurement for the milestone (achieved/not achieved, unit, or percentage).
- **Achieved/Not Achieved** measures completion.
 - **Unit** measures progress by maintaining a cumulative count with a target quantity.
 - **Percentage** measures ongoing progress or the degree of change.

Achievement Milestone Information:

Description: Field coordinators will provide services to a minimum of 5 foster care providers each month. Complete the services checklist for each contact and describe the positives impacts of the

Type:  **Unit/Percentage Description:**

Category:  **Inactive:** ☐ **Inactive Date:**

Date/Quantity: **Starting Quantity:**

Achievement Milestones

Composing milestones

- 6a. For milestones measured by unit or percentage, identify the unit of measurement in the description field.
- 6b. When using a percentage milestone, be sure to include a “%” prior to the descriptive text.

Achievement Milestone Information:

Description: “Field coordinators will provide services to at least 35% of foster care providers in the community. Complete the services checklist for each contact and describe the positives impacts of the services delivered.”

Type:

Unit/Percentage Description:

Achievement Milestones

Composing milestones

7. Determine the expected timeline to accomplish the action.
 - When working with units, factor in the timeline to determine total target quantity.
 - *Example:* If the timeline for milestone completion is an entire year, and 5 services are to be delivered each month, the target quantity for total units of service would be **60** (5 services x 12 months = 60 service units).

Date / Quantity:

Date Started (mm/dd/yyyy):

Date Targeted (mm/dd/yyyy):

Date Achieved (mm/dd/yyyy):

Starting Quantity:

Targeted Quantity:

Achieved Quantity:

Achievement Milestones

Data collection tool

- Progress on milestones can be updated manually using the achievement milestones data collection tool.
- With one milestone per page, users can handwrite milestone updates or keep shorthand notes and reminders.

Name of Funded Program: _____

Achievement Milestone Description:					
Type	Unit / Percentage Description	Start Qty.	Target Qty.	Start Date	Target Date
<input type="radio"/> Unit <input type="radio"/> Percentage <input type="radio"/> Achieved/ Not Achieved				__/__/__	__/__/__

Date	Cumulative Quantity	Status	Notes
__/__/__		<input type="radio"/> Completed <input type="radio"/> In Progress <input type="radio"/> Discontinued	
__/__/__		<input type="radio"/> Completed <input type="radio"/> In Progress <input type="radio"/> Discontinued	
__/__/__		<input type="radio"/> Completed <input type="radio"/> In Progress <input type="radio"/> Discontinued	
__/__/__		<input type="radio"/> Completed <input type="radio"/> In Progress <input type="radio"/> Discontinued	
__/__/__		<input type="radio"/> Completed <input type="radio"/> In Progress <input type="radio"/> Discontinued	

Achievement Milestones

Entering milestone data into PEDS

- Milestones can also be entered and monitored directly by logging into PEDS.
- Only select users will have access to manage (change and edit) milestones.
- For more details, refer to “Achievement Milestones: Setup and Categorization” and “Achievement Milestones: Status Updates.”

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs

Funded Programs

Initiative: [Dropdown] Org: [Dropdown]

A B C D E F G H I J K L M N O P Q R

Funded Program Name	
Child Care Availability and Accessibility--Family Stress Center	Fami
Children and Family Services of Contra Costa	Child
Community Grants--Children and Family Services	Child
Community Grants--Department of Public Health	Depa

Program Information | **Address and Org Type** | **Cont**

Initiative: Community Grants

Organization: Children and Family Services

Name: Children and Family Services of Contra Costa

Subcontractor: ☐ **Of:** [Text Box]

Inactive: ☐ **Inactive Date:** [Text Box]

Allow Funded Program to Edit Subactivities: ☐

Committed Funds | **Parameters**

Achievement Mileston... | **Focused Activities**

Reporting Period

Achievement Milestones Report

Using and interpreting the report

The status of each milestone is available in the Achievement Milestones report.

- Program and commission users can run this report; however, commission users have more options.
- PEDS reports show real-time data.



Achievement Milestones

Reporting Period	2005-2006 Fiscal Year
Date Range	07/01/2005 - 06/30/2006
County	First 5 Mayberry Children and Families Commission
Funded Program	Mayberry Resource Center
Funded Program Status	Active
Initiative	Include all records
Organization	Include all records
Organization Type Main Category	Include all records
Organization Type Sub Category	Include all records
Organization Type	Include all records
Sort Type	Start Date
Sort Order	Ascending
Achievement Status Notes	No
Achievement Milestone Status	Include all records
Achievement Milestone Type	Include all records
Achievement Category	Contract Obligations
Date Range Type	Include all records
Include Inactive Achievement Milestones	No
Report Run Date / Time	10/31/2005, 10:26 AM

Mayberry Resource Center

Milestone Description: By the end of FY 2005-06, the Health Educator will develop a Kitchen Center Kit to be used by children in the classroom. Discuss children's reaction to this modality.

Milestone Category: Contract Obligations

Active/Inactive Status: Active

Start Date	Target Date	Last Status Date	Completed Date	Discontinued Date	Milestone Type
07/01/2005	06/30/2006	09/30/2005	N/A	N/A	Achieved/Not Achieved

Current Status - In Progress

Milestone Description: Field coordinators will provide services to a minimum of 5 foster care providers each month. Complete the services checklist for each contact and describe the positives impacts of the services delivered.

Milestone Category: Contract Obligations

Active/Inactive Status: Active

Start Date	Target Date	Last Status Date	Completed Date	Discontinued Date	Milestone Type
07/01/2005	06/30/2006	09/30/2005	N/A	N/A	Units

Current Status - In Progress: 10 Foster Care Providers

Milestone Description: Preschool Specialists and Parent Liaison to administer Brigance Assessment tool as a pre-test to 100% of registered students in the program at the first home visit. Indicate in the narrative if there were any issues administering the test. In general, what did the tests reveal?

Milestone Category: Contract Obligations

Active/Inactive Status: Active

Start Date	Target Date	Last Status Date	Completed Date	Discontinued Date	Milestone Type
10/01/2005	06/30/2006	N/A	N/A	N/A	Percentage

Current Status - N/A

Achievement Milestones Report

Using and interpreting the report

Customize the report by using filters to exclude unwanted or unnecessary data. For example:

- Filter by dates using a **Start** and **End Date**.
- Choose which date type to use as the start and end date.

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation


Achievement Milestones

Start Date	{ 07/01/2004
End Date	{ 11/01/2005
Date Range Type	Include All Items
Funded Program	Include All Items
Funded Program Status	Start Date
Statewide Initiative Funding	Target Date
Initiative	Completed Date
Organization	Discontinued Date
Organization Main Category	Status Update
Organization Sub Category	Include All Items
Organization Type	Include All Items
Sort Type	Include All Items
Sort Order	Include All Items
Achievement Status Notes	Start Date
Show only most recent status update	Ascending
Achievement Milestone Status	<input type="checkbox"/>
Achievement Milestone Type	<input type="checkbox"/>
Achievement Categories	Include All Items

Achievement Milestones Report

Using and interpreting the report

- Filter by program characteristics
- Use **Sort Type** for additional options to organize the finished report.
- Filter by milestone characteristics.

 **Achievement Milestones**
Statewide Data Collection and Evaluation

Start Date	<input type="text" value="07/01/2004"/>
End Date	<input type="text" value="11/01/2005"/>
Date Range Type	<input type="text" value="Include All Items"/>
Funded Program	<input type="text" value="Mayberry Resource Center"/>
Funded Program Status	<input type="text" value="Active"/>
Statewide Initiative Funding	<input type="text" value="Include All Items"/>
Initiative	<input type="text" value="Include All Items"/>
Organization	<input type="text" value="Include All Items"/>
Organization Main Category	<input type="text" value="Include All Items"/>
Organization Sub Category	<input type="text" value=""/>
Organization Type	<input type="text" value=""/>
Sort Type	<input type="text" value="Start Date"/>
Sort Order	<input type="text" value="Start Date"/>
Achievement Status Notes	<input type="text" value="Target Date"/>
Show only most recent status update	<input type="text" value="Status Date"/>
Achievement Milestone Status	<input type="text" value="Description"/>
Achievement Milestone Type	<input type="text" value="Category"/>
Achievement Categories	<input type="text" value="In Progress"/>
	<input type="text" value="Include All Items"/>
	<input type="text" value="Contract Obligations"/>

Achievement Milestones Report

Using and interpreting the report

Manage the report length and content with these three options:

- Milestone only: Uncheck **Achievement Status Notes** checkbox.
- Milestone with all updates: Check **Achievement Status Notes** checkbox.
- Milestone with latest progress update: Check **“Show only most recent status update.”**



Achievement Milestones

Start Date	07/01/2004
End Date	11/01/2005
Date Range Type	Include All Items
Funded Program	Mayberry Resource Center
Funded Program Status	Active
Statewide Initiative Funding	Include All Items
Initiative	Include All Items
Organization	Include All Items
Organization Main Category	Include All Items
Organization Sub Category	
Organization Type	
Sort Type	Start Date
Sort Order	Ascending
Achievement Status Notes	<input checked="" type="checkbox"/>
Show only most recent status update	<input type="checkbox"/>
Achievement Milestone Status	In Progress
Achievement Milestone Type	Include All Items
Achievement Categories	Contract Obligations

Achievement Milestones Report

Using and interpreting the report

Each milestone will be displayed according to the filter checkboxes.

 Milestone only

 Milestone with latest progress update

 Milestone with all updates

Mayberry Resource Center

Milestone Description: Field coordinators will provide services to a minimum of 5 foster care providers each month. Complete the services checklist for each contact and describe the positives impacts of the services delivered.

Milestone Category: Contract Obligations

Active/Inactive Status: Active

Start Date	Target Date	Last Status Date	Completed Date	Discontinued Date	Milestone Type
07/01/2005	06/30/2006	10/31/2005	N/A	N/A	Units

Current Status - In Progress: 15 Foster Care Providers

Achievement Status Notes

Status Date: 10/31/2005 **Status:** In Progress: 15 Foster Care Providers

Achievement Note: In the month of October, 5 more foster care providers received service. This brings the cumulative total to 15 services provided.

Status Date: 09/30/2005 **Status:** In Progress: 10 Foster Care Providers

Achievement Note: Services were not provided during the month of July.

Achievement Milestones Report

Using and interpreting the report

Any custom filters used will appear in the header section of the report.



Achievement Milestones

Reporting Period	2005-2006 Fiscal Year
Date Range	07/01/2005 - 06/30/2006
County	First 5 Mayberry Children and Families Commission
Funded Program	Mayberry Resource Center
Funded Program Status	Active
Initiative	Include all records
Organization	Include all records
Organization Type Main Category	Include all records
Organization Type Sub Category	Include all records
Organization Type	Include all records
Sort Type	Start Date
Sort Order	Ascending
Achievement Status Notes	Yes
Achievement Milestone Status	Include all records
Achievement Milestone Type	Include all records
Achievement Category	Contract Obligations
Date Range Type	Include all records
Include Inactive Achievement Milestones	No
Report Run Date / Time	10/31/2005, 1:39 PM

Achievement Milestones

Summary of data collection

To compose achievement milestones, specify:

- Who is responsible
- What process or activity is to be accomplished
- Method and type of measurement
 - Achieved/Not Achieved
 - Unit
 - Percentage
- Timeline
- Target quantity (if applicable)

To customize the Achievement Milestones Report:

- Use filters to manage content and length of report.
 - Date filters
 - Program characteristics
 - Milestone characteristics